

APPENDIX AY

LETTER OF INTENT (LOI) **PERSONAL PROPERTY AND UNACCOMPANIED** **BAGGAGE**

INSTRUCTIONS FOR COMPLETING LETTER OF INTENT (LOI) FORM: Form must be typed.

THIS SECTION FOR PPSO USE ONLY: Carriers do not use this block.

BLOCK A. Title of approving official.

BLOCK B. Signature of person authorized to sign this form.

BLOCK C. Date accepted by PPSO.

BLOCK D. Appropriate cycle LOI will become effective, i.e., DS96/DW96, or IS96/IW96.

THIS SECTION FOR CARRIER USE ONLY. Title, typed name, and signature of carrier approving official and date.

1. CARRIERS NAME: Full name of carrier.
2. CARRIER SCAC: Carrier's 4-letter alpha code.
3. CARRIER PHONE: Carrier must indicate the same phone number(s) as on the Tender of Service Signature Sheet (TOSSS) filed with HQ MTMC.
4. CARRIER ADDRESS: If both a physical address and a post office address are indicated on the TOSSS filed with HQ MTMC, you must indicate the same exact addresses.
5. CARRIER TELEX: Carrier must indicate the same TELEX number as on the TOSSS filed with HQ MTMC.
6. CARRIER FAX: Carrier must indicate the same FAX number as on the TOSSS filed with HQ MTMC.
7. CARRIER EASYLINK: Carrier must indicate the same easylink number as on the TOSSS filed with HQ MTMC.
8. TO: Personal property shipping office address and GBLOC.
9. TYPE OF LOI: Check type of LOI. Only one type may be indicated per LOI Form.
10. NEW OR REPLACEMENT LOI: Indicate if this is a new or replacement LOI.

- A. "NEW LOI" If carrier does not have a valid LOI on file at the PPSO.
- B. "REPLACEMENT LOI" (i.e., change of agent, phone number, address, etc.), enter "ACCEPTANCE DATE" of the LOI on file that you are replacing.

11. THIS LOI IS APPLICABLE TO YOUR OPERATING AREA(S) WITHIN THE ENTIRE AOR. Please indicate applicable operating area(s).

12. SCOPE OF OPERATING AUTHORITY AS INDICATED ON CERTIFICATES/PERMITS ON FILE WITH HQ MTMC: Check the appropriate box. List the 2-letter State code for any exception(s). For intrastate, check Block G and list the 2-letter State code. If requested by the PPSO, intrastate carriers will provide a copy of their operating authority.

13. LIST OF DESIGNATED AGENTS:

- a. List code of Service (i.e., Code 1, Code J, Code 4, etc.)
- b. If carrier listed is your booking agent, show a "Y", if carrier listed is not your booking agent, show an "N".
- c. Use only if agent has a different mailing address than the physical address.
- d. List full name and address of agent.
- e. List phone number, TELEX number and FAX number.

14. REMARKS: This section may be used by carrier and/or PPSO. This section may be used for any additional information necessary. If a carrier has a restricted operating authority, it may be listed here. PPSO may list reason for rejection (if applicable) in this Block.

NOTE: If any information changes, carrier must submit an updated TOSSS to HQ MTMC, and a "Replacement" LOI to the PPSO.

 You may place this form in your personal computer. but the format and content **MUST BE EXACTLY THE SAME AS OUR LOI FORM.**

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A. TITLE	C. ACCEPTANCE DATE	D. THIS LOI IS EFFECTIVE
B. SIGNATURE		_____ CYCLE

YOU ARE REQUESTED TO ACCEPT THIS LOI AS EVIDENCE OF OUR INTENT TO PROVIDE PERSONAL PROPERTY SERVICES FROM YOUR AREA(S) OF RESPONSIBILITY. WE ARE A DOD APPROVED CARRIER AND COPIES OF FEDERAL AND/OR STATE CERTIFICATES AND/OR PERMITS ARE ON FILE WITH HQMTMC. I CERTIFY THAT THE FOLLOWING STATEMENTS ARE TRUE AND COMPLETE. ANY MISREPRESENTATION AND/OR FALSIFICATION MAY BE SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE. I FURTHER CERTIFY I HAVE WRITTEN AGREEMENTS WITH AGENTS INDICATED ON THIS LOI FOR THE PURPOSE OF HANDLING NOTED CODES OF SERVICE. I CERTIFY THAT FACILITIES OF THESE AGENTS HAVE BEEN INSPECTED BY AN AUTHORIZED REPRESENTATIVE OF MY COMPANY AND SUCH FACILITIES MEET THE STANDARDS OF THE TENDER OF SERVICE.

DATE _____

1. CARRIER NAME:

3. CARRIER PHONE:

5. CARRIER TELEX:

6. CARRIER FAX:

7. CARRIER EASYLINK

A. DOMESTIC INTRASTATE B. DOMESTIC INTERSTATE C. INTERNATIONAL HHG D. INTERNATIONAL UB

A NEW LOI

B. THIS LOI REPLACES LOI ACCEPTED _____.

12. SCOPE OF OPERATING AUTHORITY AS INDICATED ON CERTIFICATES/PERMITS ON FILE WITH HEADQUARTERS MTMC: (*)

E. CAE = CONUS + AK W/EXCEPTION ()

F. CAHE = CONUS + AK & HI W/EXCEPTION ()

G. I = INTRASTATE ()	
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* PPSO MAY REQUEST A COPY

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LETTER OF INTENT (LOI)

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HOUSEHOLD GOODS OR UNACCOMPANIED BAGGAGE (PRESCRIBING DIRECTIVE IS DOD 4500.9-R)

CARRIER SCAC:

13. LIST OF DESIGNATED AGENTS:

A.	B.	C.	D.	E.
C/S	BOOKING AGENT	AGENT NAME/MAILING ADDRESS	AGENT PHYSICAL ADDRESS	PHONE/TELEX/FAX

14. REMARKS (THIS SECTION MAY BE USED BY CARRIER AND/OR PPSO)

FIGURE AY-1 (Cont). Letter of Intent

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APPENDIX AZ

TENDER OF SERVICE

PERSONAL PROPERTY HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE OMB 0702-0022 (31 Oct 95)

PART I - QUALIFICATION

A. GENERAL

1. Gender. The first person singular pronoun is used throughout this Tender of Service and refers to a person, partnership, or corporation submitting such tender.

2. Tender of Service.

a. I understand that both this Tender of Service and Rate Solicitation are binding.

b. I will submit to the Commander, Military Traffic Management Command (MTMC), Attn: MTOP-JFR, 5611 Columbia Pike, Falls Church, VA 22041-5050, the Tender of Service Signature Sheet certifying that I have read and understand the terms and conditions and agree to provide service as set forth in this Tender of Service. I will retain the actual Tender of Service for my files.

c. As required on the Tender of Service signature sheet, I agree to either certify that I am not under common financial and administrative control with any other carrier(s) or forwarder(s) or to provide a list of the carrier(s) or forwarder(s) with which I have a common financial and administrative control relationship. As used herein, the term "common financial and administrative control" means the power, actual as well as legal, to influence the management, direction, or functioning of a business organization. Circumstances surrounding organization or operation which may, but do not always, result in a common financial and administrative control relationship include the following:

- (1) Majority or minority ownership.
- (2) Familiar relationships.
- (3) Voting of securities.
- (4) Common directors, officers and/or stockholders.

- (5) Voting or Holding trusts.
- (6) Associated companies.
- (7) Contract or debt relationships.

d. I understand that submission of this Tender of Service signature sheet, hereafter referred to as tender, is a prerequisite to my consideration for Department of Defense (DOD) approval for the movement of personal property; that it does not obligate the Government in the distribution of traffic; and that such submission indicates that I consider myself to be qualified, willing, and able to accept shipments from military activities and seek such shipments under the terms set forth herein. I will be notified of changes to the tender by certified mail. Changes, additions, and deletions are effective upon receipt of notification unless specifically stated otherwise.

e. I agree to comply with all requirements of the carrier's qualification program as prescribed by HQ MTMC.

3. Operating Authority.

a. I certify that I hold all necessary operating authority issued in my name, from appropriate regulatory bodies, for the transportation of personal property and will provide copies of each authority to the HQ MTMC, Attn: MTOP-JFR; or that I am exempt from such regulatory certificate by operation of law or order of an appropriate regulatory body and, in addition to tariff and legal requirements, agree to the provisions of this tender.

b. I agree to provide service to all areas contained in my operating authority from those installations where I have filed a letter of intent (LOI), except that in filing an LOI, I will not be required to offer services to destination areas which involve gateways requiring circuitous routing that would increase the distance from points of origin to points of destination of a shipment to an extent which would cause the required delivery date (RDD) to be missed. Failure to provide service to all areas covered by my LOI, as evidenced by a continuous pattern of selectivity as to shipments accepted, or continuous refusal of shipments to specific destination areas, may be grounds for suspension and possible return of my LOI.

4. Surface/Aerial Port Agents.

a. I understand and agree that the facilities of CONUS and overseas surface/aerial port agents meet national/host country standards and codes with respect to fire safety, prevention and protection requirements; storage of combustible materials; and are utilized in accordance with generally accepted warehousing practices. Facilities are subject to inspection by competent authority; if facilities are found unsatisfactory, I will

be subject to nonuse until deficiencies are correct or shipment is moved to an acceptable facility.

b. I will submit copies of surface and aerial port rosters in the following manner:

(1) A copy of CONUS surface and aerial port terminal agents to both HQ MTMC and MTMC area commands.

(2) A copy of overseas surface and aerial port terminal agents to HQ MTMC.

(3) A copy of overseas general agents (if applicable) to HQ MTMC.

NOTE: The surface and aerial port rosters will be updated annually. Changes in names, locations, and telephone numbers will be submitted as they occur, to the HQ MTMC, Attn: MTPP-C, 5611 Columbia Pike, Falls Church VA 22041-5050 and MTMC area commands.

5. Agency Facilities. I certify that the facilities of CONUS origin agents listed in the attachment to this tender have been inspected by a responsible representative of my company and that such facilities meet the standards of my company, the facilities, equipment, communications, e.g., telephone, teletype, intercom, etc., and personnel of my agents are separate and distinct from any other household goods carrier's agent.

6. Cargo Insurance. I shall provide a certification of cargo insurance reflecting coverage on a continuous basis in at least the amounts shown below to cover my legal liability. The certificate will contain the statement that the insurance company shall provide the Commander MTMC, Attn: MTOP-JFR, a 30-day written notice of any change, expiration, or cancellation of said policy. The underwriter of cargo insurance must have a policyholder's rating of "A" or better in current issue of Best's Insurance Guide. The Certificate shall be prepared with original signatures and provided to the Commander, MTMC, Attn: MTOP-JFR. The following is the minimum cargo liability coverage required:

	Amount Per Shipment	Amount Per Aggregate Losses/ Damages at any one place and time
Domestic	\$10,800	\$150,000
International	\$10,800	\$150,000

7. Financial Information.

a. I will provide financial data, when requesting initial approval from MTMC to participate in DOD traffic, at the discretion of MTMC considered necessary to assure satisfactory performance and avoidance of carrier/forwarder financial problems including but not limited to the following, individually, or in combination:

- (1) Company certified financial statements.
- (2) CPA review/audit (including footnotes) of financial statements.

The form, content, and format of each of the foregoing or combination thereof, is reserved to the discretion of MTMC.

b. After I have received DOD approval, I will, upon request of the HQ MTMC, provide information on financial and operational matters. Data will be in the manner, form, and content determined necessary by MTMC to resolve questions concerning my qualifications to remain a DOD-approved carrier. Financial data will be restricted to the balance sheet, profit and loss statement, and net worth statement for the last two taxable years. Company records and supporting documentation relating to such questions will be made available for examination by MTMC representatives at the office of the company during normal business hours.

B. INTERNATIONAL (Also see Rate Solicitation)

8. Agency Facilities.

a. When granted new approval by MTMC, I understand that I will submit a LOI directly to the overseas TO not later than the initial filing deadline specified in the applicable solicitation letter. When requested by the TO, I shall furnish a signed Certificate of Agency Agreement. If my agent's facility is already approved, the TO will accept my LOI. If my agent's facility is not currently approved, I understand the TO will inspect the facility and approve or disapprove. Should the agent's facility not be adequate to support services offered, the TO will retain my letter of intent and notify the Commander, MTMC, of specifics. I understand that the Commander, MTMC, will place my company non-use for the entire rate area until I obtain a qualified agent to represent my company or until the deficiency of my agent's facility is corrected. If I fail to take proper action by the next initial rate-filing deadline, I understand that MTMC will withdraw my approval and advise the TO to return my LOI.

b. If I find it necessary to change agents, I will immediately advise the TO. I understand the TO may accept revised LOI, or CAA, signed by all parties, when my new agent's facility is currently approved. If my new agent's facility is not currently approved,

I understand the TO will inspect the facility, make appropriate recommendations to the overseas commander and HQ MTMC, and await final approval from MTMC before accepting the LOI.

PART II - MUTUAL AGREEMENT/UNDERSTANDING

A. GENERAL

9. Service. I will perform prudent traffic management to provide service in accordance with the provision of this tender.

10. Through Responsibility.

a. All shipments tendered to me will be moved under my responsibility from origin to destination.

b. As part of my through responsibility, I understand that if through my fault or that of my agent, I ship the wrong property or all or a portion of a shipment is sent to the wrong destination, I will be responsible for the return of the erroneous shipment and movement of the correct property to the member's destination at my expense. Movement will be by an expedited method when the member is in need of the property as ordered by TO.

c. I understand that I will not be liable for movement costs for shipments released in error by a contractor, TO, owner or owner's agent.

d. If I am unable to perform in such a manner as to complete the through movement of a shipment in a timely manner, the government may take possession of the property and complete movement. I understand that I will be liable for all additional costs incurred by the Government which are excess to those costs which would have been incurred by me or my agent if I had maintained total through movement of the shipment.

11. Termination of Shipment. I understand that a shipment may be terminated at any time deemed appropriate by the PPSO. Such termination will not constitute a diversion. The point of termination will become the destination point, and all rates and charges will be computed accordingly.

12. Pickup at or Delivery to a Military Terminal. When I have been notified that an entire shipment is available for pickup at a military terminal (air or surface), I will pick up the shipment as soon as possible, but not later than one (1) workday for military air terminals and not later than five (5) working days for military water terminals from date of receipt of notification. If the shipment is not removed within that period, the terminal TO has the option of charging storage in accordance with the rate tender beginning on the second or sixth day, as appropriate, and/or terminating the PPGBL and issuing a new

PPGBL for onward movement by the same or a different mode/method of transportation. Upon delivery of a shipment to a military air or ocean terminal, I agree to provide the terminal TO with a memorandum copy of the PPGBL describing the shipment.

13. Tracing Shipments. I shall trace a shipment or missing items upon request from an TO or the property owner and agree to acknowledge such request and make a prompt report to the requester as to the location of the shipment within 24 hours for domestic shipments and 120 hours for international shipments.

14. Removal of Property from Facilities Disapproved by TO. When my facilities or the facilities of my agent are disapproved for further use, and it is considered necessary by the TO to remove the personal property to prevent damage or contamination, I will immediately remove the property to a DOD-approved warehouse. The costs of such removal will be at no expense to the government or the member.

15. Loss or Damage/Inconvenience Claims.

a. Claims for Loss or Damage. I agree to pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after receipt thereof. If denial of any claim is based on an exception sheet, such will be provided the claimant along with any other evidence pertaining to the value of the claim. If the claim is not settled within the 120-day period, I will, at that time and at the expiration of each succeeding 30-day period while the claim remains pending, advise the claimant in writing of the status of the claim and the reasons for delay in making final disposition. I will report to the origin TO the final action taken, including date and total amount of the settlement.

b. Inconvenience Claims.

(1) I hereby reaffirm that it is my responsibility to pickup and deliver personal property shipments on the agreed date. My failure to do so can cause serious inconvenience to Department of Defense (DOD) civilian employees and military members and the member's family, and can result in the expenditure of funds by the member for lodging, food, rental/purchase of household necessities, and directly related miscellaneous expenses.

(2) I agree to acknowledge receipt of an inconvenience claim filed by a member or an installation TO within 15 calendar days from the date of receipt. I further agree to reimburse the civilian employee and military members for reasonable out-of-pocket expenses limited to the items specified in paragraph 15b(3) and other items reasonably needed by an employee or member while awaiting the delivery of his or her household goods which result from my failure to offer the shipment for delivery on or before the required delivery date as stated on the Government Bill of Lading (GBL) or correction notice thereof, except for delays caused by acts of God, acts of the public enemy, acts of the Government, acts of the public authority, violent strikes, mob interference or delays of Code 5 or Code J shipments, caused by the government. The member shall document the claim fully with an itemized list of charges and accompanying receipts for charges incurred. Charges shall be computed from the day

after the required delivery date specified on the PPGBL as the RDD or GBL correction notice thereof or the date following the day the member obtains quarters, whichever date is the latest, and will be payable through the day of actual delivery of the shipment.

(3) Expenses: Out-of-pocket expenses are all expenses incurred by a military member or DOD civilian employee and their family members because they are not able to use the items in the shipment or to establish his or her household. Expenses include but are not limited to, lodging, meals, laundry service, furniture and/or appliance rental, to include rental of a television or other similar expenses such as towels (2 per person) pots, pans, paper plates, plastic knives, plastic spoons, plastic forks, paper and/or plastic cups, and napkins. A request for reimbursement of alcoholic beverages in any quantity is prohibited.

(a) I agree to pay the member within 30 calendar days of the submission date and will report to the destination TO, with a copy to HQ MTMC, ATTN: MTPP-HQ, of the final action taken, to include the date and total amount of settlement. In the event of a disputed claim, I may, within the 45-day period of receipt of the claim, appeal the case to the destination TO. Every effort will be made to resolve the dispute. However, should I disagree with the decision of the TO, I may appeal the case to HQ MTMC. I understand the decision of HQ MTMC is final and the claim must be settled within a total of 75 days of the submission date. Failure to acknowledge and/or settle a valid inconvenience claim may be cause for my company to be disqualified from participation with the DOD. Additionally, I understand that should I fail to settle a valid inconvenience claim, set-off action will be taken against my company by the appropriate claims office/finance office. I am not responsible for payment of an inconvenience claim when a shipment is ordered in storage-in-transit (SIT) at destination, regardless of the required delivery date (RDD), unless the need for SIT is a direct result of my failure to effect delivery of the shipment by the required delivery date and the member was officially ordered away from the area at the time delivery was available. I agree to reimburse the member through the day prior to the member's departure from the area.

c. Strikes, Port Congestion, Fires, Pilferage, Vandalism, and Similar Incidents.

(1) In the event of incidents of major significance which produce significant loss, damage or delay resulting from strikes, port congestion, fires, pilferage, vandalism, and similar incidents, I will notify the destination TO and the appropriate MTMC component by electrical transmission (TWX or TELEX) of the incident not later than the first working day upon discovery. If the incident occurred en route to final destination, I will notify the TO responsible for the area where the incident occurred in addition to the destination TO. A copy of the electrical transmission will also be promptly mailed to the origin TO. In addition, I will provide the following information within 5 working days after the incident or discovery thereof, by electrical transmission (TWX or TELEX) or mailgram to the appropriate MTMC component with a copy to the HQ MTMC, ATTN: MTPP-HQ, Falls Church VA 22041-5050, the origin and

destination TO and, when applicable, the TO responsible for the area where incident occurred.

- (a) Type of incident.
- (b) Location of incident.
- (c) Last name, first name, MI, grade, service, and SSAN of shipper.
- (d) PPGBL number and date issued.
- (e) Code of service.
- (f) Origin TO.
- (g) Destination TO.
- (h) Date shipment received by carrier.
- (i) Required delivery date (RDD).
- (j) Date and time of incident or discovery thereof.
- (k) Amount of loss and extent of damage.
- (l) Current status of shipment(s), including new ETA.
- (m) Name of vessel or flight and tail number of aircraft (if applicable).
- (n) Location of the shipment(s) (i.e., port and pier location) and date vessel arrived or warehouse location or air terminal, plus the container owner's name and serial number of sea container, if applicable.

(2) I will furnish addressees reports of significant changes in the status of shipments, as they occur, by electrical transmission (TWX or TELEX) or mailgram. An after action report which provides a final assessment of the loss or damage incurred, the delays encountered, and the final disposition of the personal property shipments involved may be mailed to addressees.

PART III - PERFORMANCE REQUIREMENTS

16. Pickup and Delivery Dates.

a. When a shipment is accepted at origin, I agree to meet the specified pickup date and shall deliver the shipment on or before the RDD as stated on the PPGBL. Pickup may be performed by the carrier's local agent with transfer to line-haul van at the carrier's origin terminal facility. Shipments will not be scheduled by the carrier or the TO for pickup or delivery on Saturdays, Sundays, or U.S. holidays unless there is a mutual agreement between the member, the TO, and the carrier. The origin TO will not establish an RDD on Saturdays, Sundays, or U.S. holidays. I agree that I will not begin pickup or delivery at the member's residence before 0800 hours or after 1700 hours without prior approval of the TO or the member. I further agree that I will not begin any service that will not allow completion by 2100 hours again without prior approval of the TO or the member.

b. Pre-Move Survey

(1) I agree to perform residence pre-move surveys on domestic shipments estimated at 4,700 pounds or more, and/or international shipments estimated at 3,200 pounds or more, at origin points within a 50-mile radius of my nearest agent facility. I understand this requirement will apply to only those shipments on which I am provided a minimum of 5 working days advance notice of the pickup date requirement. I further understand the TO may waive this requirement if a pre-move survey is not requested by the property owner and/or if the TO determines this service to be unnecessary or impractical.

(2) I agree that telephone contact pre-move surveys will be made, as a minimum, for shipments of lesser weights than indicated above, or for shipments with origin points exceeding 50 miles of my nearest agent facility.

c. I agree, upon receipt of the three copies of the Transportation Control and Movement Document (TCMD) from the origin shipping office, to fill in blocks 22, 23, and 24 with the actual pieces, weight, and cube data. If for some reason obtaining actual data will delay transmission of TCMD's beyond the specified transmission time frames an estimated weight and cube data is authorized on personal property shipments from commercial vendors. When estimated data are used the pieces field must be annotated with "EEEE". Upon providing this actual or estimated information to the origin shipping office, I agree not to move the shipment until a release is issued by the origin shipping office. Upon receiving the release, I will place one copy of the TCMD in a waterproof pouch (marked for the outloading air and water terminal) on the number one container, present a copy to the receiving office at the air or water terminal and retain a copy for my own use.

d. I agree to notify the destination TO of the arrival of containerized shipments within 1 workday after arrival at my agent's facilities. In addition, I will effect delivery-out services as follows:

(1) For shipments which arrive before the RDD, I agree to deliver to the member or member's agent by the RDD.

(2) For those shipments which arrive after the RDD, I agree to deliver in accordance with the TO's instructions.

e. When I know for any reason it will be impossible for me to have the shipment at destination on or before the RDD, I will notify both the origin and destination TOs at the earliest practicable time, advising the last known location of the shipment and furnishing an estimate of the delay expected beyond the RDD. The medium of communication to be utilized in notifying the TO will ensure that the notification reaches the destination TO before expiration of the RDD. As a minimum, the following information will be provided:

(1) Last name, first name, grade of the member.

(2) Origin and destination of the shipment.

(3) RDD.

(4) Last known location of the shipment.

(5) Cause for delay.

(6) New ETA.

f. When a shipment arrives at destination on a normal workday, I agree to notify the TO before delivery/attempted delivery of household goods to the residence in accordance with the instructions specified on the PPGBL. In the event the shipment arrives at the destination on a weekend or holiday, I may contact the member to ascertain if delivery can be made. If the member can accept the shipment, I will obtain approval of the destination TO or staff duty officer or, in the case of an Air Force installation, the transportation duty officer, and will advise the TO of delivery on the next workday. In the event delivery cannot be accomplished, I agree that only the government-approved storage facility receiving the shipment for SIT will request approval for SIT.

g. When a shipment is scheduled for pickup from the residence or for delivery out of SIT to the residence, I agree to provide information on the afternoon preceding scheduled pick up as to whether the service will be performed in the morning (0800 to 1200) or in the afternoon (1200-1700) of the following day. This data will be based upon the best information available and will be provided upon telephone request of either the TO or the member. This provision does not apply when direct delivery was authorized by the origin TO or when delivery can be arranged upon arrival of the line-haul van in the destination area.

17. Preparation of Articles.

a. All articles having surfaces liable to damage by scratching, marring, soiling, or chafing will be wrapped at time of loading at residence in textile or paper furniture pads, covers (other than burlap), or other acceptable wrapping materials. When storage of these articles is necessary, they will be afforded the same protection against damage.

b. Items of unusual nature such as, but not limited to, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes may require special service by a third party. This third party service (to include disassembly/assembly) will be approved by the TO. Payment for the services of a third party will be in accordance with the applicable Rate Solicitation.

c. I agree to disassemble at point of origin all items of personal property which, in the judgment of the carrier, require disassembly to ensure safe delivery at destination, except swing sets, other playground equipment, television and radio antennas, and similar articles. Items disassembled by the carrier will be shown in the remarks section of the household goods descriptive inventory form as disassembled by carrier (CD). Items disassembled by the member will be shown in the remarks section as disassembled by owner (DBO). Carrier labor charges or third party service for the disassembly/assembly will be approved by the TO.

d. All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the carrier in the preparation for shipment will be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

e. Legs or other articles removed from furniture will be properly wrapped, bundled together, and identified, e.g., dining room table legs, six each, and listed as a separate item on the inventory.

f. I am not required to remove/place property from/in an attic, crawl space or similar storage area and am not required to go into areas that:

- are not accessible by a permanent stairway (does not include ladders of any type);
- are not adequately lighted;
- do not have a finished floor; or
- do not allow a person to stand erect.

18. Packing Requirements.

a. Packing. All packing will be accomplished in accordance with provisions of this section. The carrier is liable and responsible for all packing. The carrier has the responsibility to inspect all prepacked goods to ascertain the contents, condition of the contents, and that only articles not otherwise prohibited by the carrier's tariff/tender are contained in the shipment. Furthermore, when it is determined by the carrier that goods require repacking, such packing will be performed by the carrier. In all cases, the inventory will reflect carrier packed (CP) with the carrier entitled to bill for the total charges for each container on the inventory subject to the limitations of MAXPAK.

b. Materials. All materials referred to in this chapter shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment will be completely obliterated, and all material will be free of any substance injurious to the articles being packed or to the owner. New material must be used for packaging mattresses, box springs, linens, bedding, and clothing. Cubic measurements will be indicated in a conspicuous location on all carrier-packed containers.

c. Boxes. Wood or fiberboard boxes used will be as follows: wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and will be well manufactured and free from imperfections which may affect their utility. Size and spacing of nails will be in accordance with the best commercial practice. All unclenched nails will be either cement-coated or chemically etched.

d. Cartons. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, lampshades, draperies, or other similar articles. After packing, cartons must be glued or sealed by taping lengthwise at the joint on top and bottom. The side walls and ends of the corrugated or solid fiber cartons will be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled, will not exceed 75 inches, with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating name of manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit, and information indicating type of carton (single wall, double wall, etc.). Cartons lacking a certification are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar-type boxes will not be used. Wooden crates may be used instead of cartons when the TO determines that their use is necessary to assure protection and safe transportation of the articles.

e. Barrels, Fiber Drums, and Cartons. Wood barrels, fiber drums, or cartons with a capacity of not less than 5 cubic feet (not applicable under all inclusive rates) are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other

fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a side wall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may be used instead of barrel or drum-type containers. The side walls and ends of the containers will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements. All barrels or fiber drums will be securely headed and marked "This End Up."

f. Filler Material. Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulose (bubble pack, etc.) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper will be used as a filler.

g. Padding. New and good quality used-wood excelsior pads, unicellular polypropylene foam, shredded paper pads, or other equally suitable material will be used when required.

h. Wrapping. Wrapping paper or unicellular polypropylene foam will be new, clean, and appropriate for the purposes intended. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing will be completely wrapped in unicellular polypropylene foam or nontarnish tissue paper.

i. Paper, Waxed or Treated. All waxed paper used will be manila wax or equivalent. Treated paper may be used if it is "butcher" type paper.

j. Unicellular Polypropylene Foam. All unicellular polypropylene foam wrapping material will be new, clean, and will conform to Federal Specification PPP-C-1797.

19. Manner of Packing.

a. All packing by the carrier will be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to container or contents, and at a minimum of weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement. At the property owner's request, articles such as stereo type equipment will be packed in original containers by the carrier, when furnished by the owner, provided the containers are considered in good condition for shipping purposes.

b. Books. Books will be placed in cartons. All books of similar size will be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally will be packed not more than 2 rows high in a carton.

c. Chinaware, Glassware, Crockery, Lamps, Clocks, Jardinieres, Statuary, Vases, and Bric-a-Brac. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles.

d. Electrical Equipment-Stereo Components, Fans, Heaters, Portable Stoves, Sunlamps, and Like Items. When necessary to protect electrical equipment for safe transportation or SIT, such equipment will be completely wrapped in paper or unicellular polypropylene foam and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing in a carton is not necessary, the items will be properly wrapped and padded for protection.

e. Kitchenware. All kitchenware will be packed and padded into cartons.

f. Linens, Clothing, Draperies, and Like Items. Small, lightweight, unbreakable items, e.g., clothing items, certain linens, items already in drawers may remain in drawers instead of being removed and packed. (Lightweight items being defined as those of lightweight, and normally kept in drawers). When not considered as safe for carriage in drawers, chests, dressers, trunks, etc., these and similar items will be packed carefully into regular cartons which will be properly sealed at residence. Clothing normally on hangers in closets and draperies will be packed in wardrobes subject to the following:

(1) Upright wardrobes will be used for Code 1 shipments. (Exception for final line-haul delivery out of nontemporary storage, the wardrobe used for storage is acceptable and no transfer is necessary).

(2) Flat wardrobes will be used for all containerized shipments, except when upright wardrobes are requested by the service member.

(3) Hangers will be removed from clothing packed in flat wardrobes.

g. Mirrors, Pictures, and Paintings (Glass-Faced or Other Than Glass-Faced Paintings), Glass or Stone Table Tops, and Similar Fragile Articles Requiring Crating or Similar Protection. These articles will be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider will be provided. No more than four articles will be packed in any one crate or fiberboard carton. Stone table tops will be packed separately. Small pictures, paintings, mirrors, and other

similar articles of this type will be packed in cartons and will be properly sealed at residence. I understand that, prior to performing crating services for shipments moving in domestic Codes 1 and 2, I will obtain authorization from the TO. I further understand that crating authorization is not required for shipments moving in ITGBL Codes 4, 5, 6, or T and 7, 8, or J, since packing and crating services are included in the transportation single factor rate.

h. Lampshades, Ornaments, and Toys. All lampshades, ornaments, small toys and other small items easily crushed will be wrapped and placed in cartons and will be insulated from the carton walls and from other items. Lampshades will be wrapped individually with new paper or new unicellular polypropylene foam, placed in cartons, and cushioned to prevent shifting or damage.

i. Mattresses. Mattresses will be placed in new mattress cartons at the residence and sealed with tape. All cartons used will have a minimum average bursting strength of 200 pounds per square inch.

j. Rugs. Rugs and rug pads will be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug.

k. Appliances. Each appliance serviced will be appropriately labeled to indicate that it must be serviced at destination before use (reversing the process performed at origin).

l. Washers. Washers requiring servicing will be secured with washer kits, washer packs, washer locks or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

m. Surfaces. All finished surfaces will be protected so as to prevent scratching or marring.

n. Bicycles--For Containerized Shipments. When shipped as a separate item, bicycles shall be packaged and packed in the following manner: The handle bar shall be loosened, lowered, turned at a right angle from their usual position, swung downward and retightened. Wheels or mechanisms shall not be removed or disassembled from the frame. Pedals shall be removed and secured on edge forward of the seat post or above the back fender. Before placement into the carton, the bicycle will be wrapped with protective wrapping and padding. Empty areas in the container will be filled to prevent shifting or movement during transit. The container must be constructed or fabricated in a manner which will accept the bicycle without removal of the front or rear wheel assemblies.

20. Preparation of Inventory. Preparation of the inventory will be in the same manner of and in compliance with the requirements set forth in Part III, paragraph 24, of this tender. An automated inventory may be used if completed at the place of pickup as

long as the appropriate data are recorded, and copies provided as required. The inventory of the shipment will bear the signature of the member, the members agent, or the TO, together with the signature of my representative certifying to its accuracy and completeness.

21. Split Shipments. If it is necessary to split a shipment for the linehaul movement, the established RDD is applicable to all parts of the shipment. A separate inventory for Code 1 shipments will be prepared for overflow items, one copy dispatched immediately to the origin TO and one copy to the property owner at time of delivery.

22. Documents Provided the TO. As soon as possible, but not later than 7 workdays after the date of receipt of shipment as indicated in item 7 on the PPGBL or receipt of the PPGBL, whichever is the later, I shall furnish the origin TO the following:

- a. One memorandum copy of the PPGBL annotated with the gross, tare, and net weights. For containerized shipments, I will also indicate the total number of containers and the gross cube of the shipment.
- b. One copy of DD Form 619 itemizing the accessorial services performed at origin.
- c. One legible copy of the household goods descriptive inventory.
- d. One legible copy of the weight tickets signed by the person performing the weighing and must contain the information required by the domestic and international rate solicitations. If the shipment is to be delivered prior to the submission of the aforementioned documents, the origin TO will be advised of the weight of the shipment by telephone or other appropriate means prior to delivery.

23. Documents Provided the Member.

- a. At the time of pickup, I shall furnish the member or the member's agent:
 - (1) Consignee's memorandum copy of the PPGBL (SF 1203/1203B).
 - (2) A legible copy of the Household Goods Descriptive Inventory.
 - (3) One legible copy of DD Form 619 (if applicable). **Exception:** For shipments originating from nontemporary storage, I will furnish the member the consignee's memorandum copy of the PPGBL, a legible copy of the Household Goods Descriptive Inventory, and a legible copy of the DD Form 619 (if applicable) at time of

delivery to residence at destination. When such shipments require SIT at destination, I will furnish the destination TO the member's copy of each of the above documents at the time SIT is authorized.

b. At the time of delivery, I shall furnish the member or the member's agent:

(1) A legible copy of the DD Form 619-1 if SIT, reweigh services or other accessorial services are performed en route or at destination.

(2) Three (3) copies of the DD Form 1840 with recorded damage/loss identified on the form, as applicable.

24. Inventory. I agree to:

a. Prepare an accurate, legible household goods descriptive inventory (Figure AZ-1), (automated inventories or similar documents which provide equal or better information are acceptable) in coordination with the member or the member's agent. When an article is packed in the original container by the carrier, the inventory will indicate the type of article and will be shown as "CP", packed by the carrier.

b. Use extreme care in listing articles of furniture and packing containers.

c. Identify containers by type and cube with an indication of general contents, e.g., linens, pots, and pans, etc., 2 cubic ft.

d. Avoid the use of words such as "household goods" or other general descriptive terms in the preparation of the inventory.

e. List and describe item(s) of property to the extent necessary to properly identify it (them).

f. Ensure that my representative will use diligence to record any unusual conditions and that special care will be exercised to ensure that the inventory reflects the true condition of the property. The "Exception Symbols" and "Location Symbols," as shown on the Household Goods Descriptive Inventory (Figure AZ-1) will be used to describe the conditions, such as marred, scratched, soiled, worn, torn, gouged, and the like. If the condition of any article contained in the shipment is such that the use of one or more exception symbols is unnecessary, the omission of these symbols will indicate good condition except for normal wear.

g. Ensure that the terms "professional books," "professional papers," "professional equipment," "professional books, papers, and equipment," or "consumable items" shall be used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container; e.g., carton PB 6 cubic ft.,

150 lbs. These items identified by the member will be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. The weight of the PBP&E and consumables shall be inserted in block 28 of the PPGBL. When it is impossible or impractical to weigh the PBP&E or consumables, a constructive weight, based on 40 pounds per cubic foot, shall be used.

h. List on the inventory the general contents of dressers or chests of drawers, packed by the carriers.

i. Mopeds and motorcycles will be annotated on the inventory as one line item listing the serial number, make, and odometer reading.

j. Each POF will be annotated on the inventory by make, model, caliber, or gauge and serial number.

k. Annotate the inventory to show any overage, shortage, and damage found, including visible damage to external shipping containers each time custody of the property changes from a storage contractor (warehouse man) to a carrier or from one carrier to another.

l. For shipments moving in door-to-door container service, if the TO permits the carrier to partially containerize a shipment at the warehouse, each item removed from the residence will be annotated on the inventory as containerized at warehouse (CW).

m. Secure from the storage contractor two legible copies of the nontemporary storage inventory and I will, in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If, at the time each item is checked, there is a difference in condition of the item from that listed on the nontemporary storage inventory, I will prepare an Exception Sheet, and such differing conditions will be noted thereon. When I elect to make a new inventory, differences as to condition of individual items, as compared with the nontemporary storage inventory, will be shown on an exception sheet as described above. In event the opinions of my driver and storage contractor's representative differ as to shortages/overages or condition of an item(s), both opinions will be listed on my exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such Exception Sheet will remain an internal industry document. In the event a claim is filed with the military activity, I will provide legible copies of the Exception Sheet, if any, to the concerned claims officer.

n. Indicate on inventories prepared on shipments released from nontemporary storage the same article identification and item number as on the nontemporary storage inventory or make a cross-reference on the new inventory indicating the item number and identification from the nontemporary storage inventory (Figure AZ-1), CR reference

column). The use of legible photo reproductions of the storage contractor's inventory instead of preparing a new inventory is permissible.

- o. Use the same inventory prepared at origin to verify delivery at destination.
- p. Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment will be separately identified by lot and each article will be assigned a number that must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identified.
- q. Identify items disassembled by the member at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.
- r. Identify items disassembled or serviced by carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.
- s. The term "miscellaneous" or its abbreviation "misc" shall only be used to describe the contents of containers when the total items in a container are too numerous to list on the carton or inventory line item and then only if the room or area from which packed is identified; i.e. "misc-youths room." If such a description is used, I agree not to contest a claim for missing items related to the nature of such cartons.

25. Unethical Acts. I agree that the Tender of Service signature sheet is signed with knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully:

- a. Falsifies, conceals, or covers up by any trick, scheme, or device, a material fact; or
- b. Makes any false, fictitious, or fraudulent statements, or representation; or
- c. Makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry will be subject to the provisions of this tender and the penalties prescribed in the criminal law of the United States, i.e., 18 U.S.C. 1001.

PART IV - CERTIFICATION

26. Violation of Tender of Service and/or Rate Solicitation. Any substantial violation of this tender, or failure to perform in accordance with rate solicitation/commercial tariff/rate tender and/or other legal requirements, may be used as the basis for suspension action by a TO. I also understand that the severity of violation and/or repeated violations of this tender, as determined by the Commander, MTMC, may be used as justification for

immediate nonuse, disqualification, or termination of this Tender of Service, without which I am not permitted to participate in further DOD personal property traffic.

27. Effective Date. This Tender of Service will be effective on the date approved by the Commander, MTMC, and will be applicable to shipments of personal property which I accept for movement and servicing on PPGBLs, commercial bills of lading to be converted to PPGBLs, or purchase orders, and will form a part of the conditions thereof.

28. Terms and Conditions. This paragraph pertains to the Personal Property Government Bill of Lading, hereafter referred to as this Bill of Lading. It is mutually agreed and understood between the United States and Carriers, including Forwarders, who are parties to this Bill of Lading that:

a. This Bill of Lading is governed by the regulation relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations, with special attention drawn to 101-41, 302-3 and -4 dealing with GBL terms, conditions, and preparation, and 101-41, 502(B)(2) dealing with interest assessment not covered by the Department Collection Act; and applicable Commercial Shipments Rules and Conditions.

b. Except as provided in 41 CFR 101 or as otherwise stated hereon, this Bill of Lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefore by the carrier.

c. All parties to this bill of Lading (carriers, agents, freight forwarders, and others), recognize that this shipment is made under the auspices of the United States Government, agree to forego any liens that may arise from any cause whatsoever and not to detain or impound this shipment made on the usual forms provided therefore by the carrier.

d. Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

e. Interest shall accrue from the voucher payment date on overcharges made hereunder and paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

f. General instructions and administrative directions:

(1) Continuation sheets of the prescribed should be used and attached hereto when space under "Description of Shipment" on the face of this Bill of Lading is inadequate.

(2) Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, re-consignment, etc., are ordered incident to

line haul transportation, the Bill of Lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering Bill of Lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of Lading. If the Bill of Lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for linehaul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the Bill of Lading shall be so annotated.

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CARRIER'S REFERENCE NO.																						
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<p style="text-align: center;">LOCATION SYMBOLS</p> <table border="0"> <tr> <td>1. Arm</td> <td>7. Rear</td> <td>13. Center</td> </tr> <tr> <td>2. Bottom</td> <td>8. Right</td> <td>14. Seat</td> </tr> <tr> <td>3. Corner</td> <td>9. Side</td> <td>15. Drawer</td> </tr> <tr> <td>4. Front</td> <td>10. Top</td> <td>16. Inside</td> </tr> <tr> <td>5. Left</td> <td>11. Versar</td> <td>17. Door</td> </tr> <tr> <td>6. Leg</td> <td>12. Edge</td> <td>18. Shelf</td> </tr> <tr> <td></td> <td></td> <td>19. Hardware</td> </tr> </table>		1. Arm	7. Rear	13. Center	2. Bottom	8. Right	14. Seat	3. Corner	9. Side	15. Drawer	4. Front	10. Top	16. Inside	5. Left	11. Versar	17. Door	6. Leg	12. Edge	18. Shelf			19. Hardware
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		19. Hardware																				

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REMARKS/EXCEPTIONS _____

WE HAVE CHECKED ALL THE ITEMS LISTED AND NUMBERED ON THIS PAGE INCLUSIVE AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND OF THE STATE OF THE GOODS RECEIVED.

<small>THIS FORM IS TO BE FILLED OUT BY THE DRIVER OR THE PERSON IN CHARGE OF THE TRUCK OR TRAILER. IT IS A PART OF THE CARRIER'S RECORD AND OF THE SHIPPER'S RECORD. IT IS TO BE KEPT FOR AT LEAST ONE YEAR.</small>					
AT ORIGIN	LOADING HAULER NAME & NUMBER (Signature)	DATE	AT DESTINATION	DELIVERING HAULER NAME & NUMBER (Signature)	DATE
	OWNER OR AUTHORIZED AGENT (Signature)	DATE		OWNER OR AUTHORIZED AGENT (Signature)	DATE

APPENDIX BA

LIST OF STATE, COMMONWEALTH, AND DISTRICT WEIGHTS AND MEASURES OFFICES OF THE UNITED STATES

This list of State, Commonwealth, and District Weights and Measures Offices provides the Transportation Offices (TOs) with the name, location, and telephone number of the responsible weights and measures offices having legal jurisdiction over Government and commercial scales. The following are the responsible offices for scale inspection, testing, and approval of weighmasters.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
ALABAMA	Director, Division of Gins and Warehouses, Weights and Measures, Department of Agriculture and Industries, Beard Building, P. O. Box 3336, Montgomery AL 36193 Telephone: (205) 242-2613.
ALASKA	Chief, Division of Measures and Standards, 12050 Industrial Way, P. O. Box 11686, Anchorage AK 99511 Telephone: (907) 345-7750, FAX: (907) 345-2641.
ARIZONA	Director, Department of Weights and Measures, 1951 W. North Lane, Phoenix AZ 85021 Telephone: (602) 255-5211, FAX: (602) 255-1950.
ARKANSAS	Director, Bureau of Standards, 4608 West 61st Street, Little Rock AR 72209. Telephone: (501) 371-1759.
CALIFORNIA	Chief, Division of Measurement Standards, 8500 Fruitridge Road, Sacramento CA 95826. Telephone: (916) 366-5119.
COLORADO	Chief, Measurement Standards Section, Colorado Department of Agriculture, 3125 Wyandot Street, Denver CO 80211. Telephone: (303) 866-2845.
CONNECTICUT	Director, Weights and Measures Division, Department of Consumer Protection, 165 Capitol Avenue, Hartford CT 06106. Telephone: (203) 566-4778.
DELAWARE	Weights and Measures Administrator, Division of Consumer Protection, 2320 South Dupont Highway, Dover DE 19901. Telephone: (302) 739-4811.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
DISTRICT OF COLUMBIA	Chief, Weights, Measures, and Markets Branch, Department of Licenses and Permits, 1110 U Street, SE, Washington DC 20020. Telephone: (202) 767-7923.
FLORIDA	Chief, Bureau of Weights and Measures, 3125 Conner Boulevard, Tallahassee FL 32399-1650. Telephone: (904) 488-9140.
GEORGIA	Assistant Commissioner, Fuel and Measures Division, Department of Agriculture, Agriculture Building, Capitol Square, Atlanta GA 30334. Telephone: (404) 656-3605.
HAWAII	Measure Standards Division Weights & Measures 725 Ilalo Street, Honolulu, Hawaii 96813 Telephone: (808) 586-0886
IDAHO	Chief, Bureau of Weights and Measures, 2216 Kellogg Lane, Boise ID 83712. Telephone: (208) 334-2345.
ILLINOIS	Weights and Measures Program Manager, Department of Agriculture, Division of Plant Industries and Consumer Services, State Fairgrounds, P. O. Box 19281, Springfield IL 62794-9281. Telephone: (217) 782-3817.
INDIANA	Administrator, Weights and Measures Program, Division of Retail Consumer Affairs, 1330 West Michigan Street, Indianapolis IN 46206. Telephone: (317) 633-0350.
IOWA	Chief, Weights and Measures Bureau, Iowa Department of Agriculture and Land Stewardship, Henry A. Wallace Building, Des Moines IA 50319. Telephone: (515) 281-5716.
KANSAS	Office of Weights and Measures, Division of Inspections, 2016 SW 37th Street, Topeka KS 66611-2570. Telephone: (913) 267-4641.
KENTUCKY	Director, Division of Weights and Measures, Department of Agriculture, 106 W. Second Street, Frankfort KY 40601. Telephone: (502) 564-4870.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
LOUISIANA	Office of Agro-Consumer Services, P. O. Box 3098, Baton Rouge LA 70821-3098. Telephone: (504) 925-3780, FAX: (504) 922-1289.
MAINE	Director, AFARR, Division of Regulations, State House Station 28, Augusta ME 04330. Telephone: (207) 289-3841.
MARYLAND	Program Manager, Weights and Measures Section, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401. Telephone: (301) 261-8106 (Washington Metro Area) or (301) 841-5700 (Baltimore/Annapolis Area)
MASSACHUSETTS	Director of Standards, Executive Office of Consumer Affairs, Division of Standards, One Ashburton Place, Boston MA 02108. Telephone: (617) 727-3480.
MICHIGAN	Senior Food Specialist, Weights and Measures, Michigan Department of Agriculture, P. O. Box 30017, Lansing MI 48909. Telephone: (517) 373-1060.
MINNESOTA	Director, Weights and Measures Division, Department of Public Service, 2277 Highway 36, St. Paul MN 55113. Telephone: (612) 341-7200, FAX: (612) 639-8537.
MISSISSIPPI	Director, Weights and Measures Division, Department of Agriculture and Commerce, P. O. Box 1609, Jackson MS 39215-1609. Telephone: (601) 354-7080.
MISSOURI	Supervisor, Device and Commodity Inspection, Division of Weights and Measures, P. O. Box 630, Jefferson City MO 65102-0630. Telephone: (314) 751-5638.
MONTANA	Administrator, Public Safety Division, 1424 9th Avenue, Helena MT 59620. Telephone: (406) 444-3164.
NEBRASKA	Director, Weights and Measures, Nevada Department of Agriculture, P. O. Box 11100, Reno NV 89510-1100. Telephone: (702) 789-0166.
NEVADA	Director of Business and Industry, Weights and Measures Section, 2150 Frazier Avenue, Sparks, Nevada 89431 Telephone: (702) 688-1166

STATE**NAME, LOCATION, AND TELEPHONE NUMBER**

NEW HAMPSHIRE

Commissioner, New Hampshire Department of Agriculture,
Caller Box 2042, Concord NH 03302-2042.
Telephone: (603) 271-3351.

NEW JERSEY

State Superintendent, Division of Weights and Measures,
Department of Law and Public Safety, 1261 Routes 1 and 9
South, Avenue NJ 07001. Telephone: (908) 815-4840,
FAX: (908) 382-5298.

NEW MEXICO

Director, Division of Standards and Consumer Services, New
Mexico Department of Agriculture, P. O. Box 30005,
Department 3170, Las Cruces NM 88003-0005.
Telephone: (505) 646-1616.

NEW YORK

Weights and Measures Specialist III, Department of
Agriculture and Markets, 1 Winners Circle, Capital Plaza,
Albany NY 12235. Telephone: (518) 733-3313.

NORTH CAROLINA

Director, Standards Division, North Carolina Department of
Agriculture, Department SD, P.O. Box 27647, Raleigh NC
27611. Telephone: (919) 733-3313.

NORTH DAKOTA

Director, Weights and Measures Division, Public Service
Commission, State Capitol, Bismarck ND 58505-0480.
Telephone: (701) 224-2400 or 1-800-932-2400.

OHIO

Chief, Division of Weights and Measures, Department of
Agriculture, 8995 East Main Street, Reynoldsburg OH
43068-3399. Telephone: (614) 866-6361.

OKLAHOMA

Program Administrator, Weights and Measures Section,
Agricultural Products Division, 2800 North Lincoln
Boulevard, Oklahoma City OK 73105-4298.
Telephone: (405) 521-3864.

OREGON

Administrator, Measurement Standards Division, Department
of Agriculture, 635 Capitol Street, Salem OR 97310-0110.
Telephone: (503) 378-3792.

PENNSYLVANIA

Director, Bureau of Standard Weights and Measures,
Department of Agriculture, 2301 N. Cameron Street,
Harrisburg PA 17120. Telephone: (717) 787-6359.

<u>STATE</u>	<u>NAME, LOCATION, AND TELEPHONE NUMBER</u>
RHODE ISLAND	Supervising Metrologist, Weights and Measures, Department of Labor, Office of the Director, 220 Elmwood Avenue, Providence RI 02907. Telephone: (401) 457-1876.
SOUTH CAROLINA	Commissioner, Consumer Services Division, Department of Agriculture, 101 Williams Street, P. O. Box 11280, Columbia SC 29211. Telephone: (803) 737-2080.
SOUTH DAKOTA	Director, Division Commercial Inspection and Regulation, 118 West Capitol, Pierre SD 57501-2080. Telephone: (605) 773-3697.
TENNESSEE	Standards Administrator, Quality and Standards Division, Ellington Agriculture Center, Box 40627, Melrose Station, Nashville TN 37204. Telephone: (615) 360-0109.
TEXAS	Chief, Weights/Measures Section, Department of Agriculture, P. O. Box 12847, Austin TX 78711. Telephone: (512) 463-7476.
UTAH	Director, Weights and Measures, Department of Agriculture, 350 N. Redwood Road, Salt Lake City UT 84116. Telephone: (801) 538-7158.
VERMONT	Director, Division of Weights and Measures, Department of Agriculture, 116 State Street/State Office Building, Montpelier VT 05602. Telephone: (802) 828-2500.
VIRGINIA	Program Manager, Office of Weights and Measures, Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond VA 23209. Telephone: (804) 786-2476.
WASHINGTON	Chief, Weights and Measures Section, Department of Agriculture, 406 General Administration Building, Olympia WA 98504. Telephone: (206) 753-5042.
WEST VIRGINIA	Director, Weights and Measures Section, Department of Labor, 1800 East Washington Street, Charleston WV 25305. Telephone: (304) 348-7890.

STATE**NAME, LOCATION, AND TELEPHONE NUMBER****WISCONSIN**

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APPENDIX BB

PREAWARD SURVEY GUIDELINES

1. **General.** The applicable portions of the Federal Acquisition Regulation (FAR) and supplements thereto (DOD 4500.9-R, Part IV, Personal Property, and DD Form 1811, Preaward Survey of Contractor's/Carrier's Facility and Equipment) will be used when making preaward surveys. Since it is not feasible to list all criteria which makes a warehouse and its management satisfactory or unsatisfactory, the decision as to adequacy is a matter of judgment. The primary overall objectives to be considered involve the following questions: Will the warehouse afford proper protection to the property to be stored? Is the company capable of performing the required services properly? The contracting officer/TO will be satisfied that the warehouse has adequate--

a. Protection from pilferage, contamination, theft, fire, flood, rain, moisture, windstorm, or other hazards. The contracting officer may request the advice and/or opinion of the appropriate law enforcement authority in determining the adequacy of a separate storage location for firearms.

b. Storage methods such as proper stacking, ventilation, locator systems, and access for fire fighting and inspection.

2. **Structural Requirements.** Facilities may be constructed of any modern building material normally used and generally accepted for the construction of warehouses, transportation terminals, and structures used for similar purposes. Materials may include, but are not limited to, brick, block, concrete, and rolled sheet metal, which are the most commonly used and accepted materials. As a minimum, the inspecting official shall review the following areas during the on-site survey: construction, compliance with local building codes and ordinances, door and window closures, weather tightness, and adequacy of security procedures.

3. **Environmental Requirements.** Facilities should be constructed or equipped with adequate devices which will reasonably ensure property will not be exposed to extreme heat, cold, moisture, high humidity, or other environmental conditions which would cause damage such as mold, mildew, and cracking or separation of finished and glued surfaces. Protective measures may include, but are not limited to, insulation, ventilators, ceiling and floor fans, dehumidifiers, and like devices which are intended to control or regulate the environment within a structure. The requirement for such built-in or external devices will be based on a review of the following factors: geographic location of the facility, weather conditions, previous experience, and incidences of damage claims for facilities within the same area which relate to mold, mildew, or articles which have deteriorated as a result of a climatic condition. Each facility will be evaluated on its own merits considering the above factors. Inspecting officials should consult with local police, fire, and building departments when assessing a facility and further information is needed for approval. Warehouses constructed with exposed (bare), uninsulated metal walls and/or ceilings must provide a disinterested third

party engineer's environment report certifying that the facility will provide stored household goods with protection from extreme heat, cold, moisture, humidity, or other environmental conditions which could produce mold, mildew, and cracking or separation of finished/glued surfaces.

4. Insect and Rodent Control. Warehouses will not show evidence of insect and/or rodent infestation. Warehousemen will have an established periodic program, either self-administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. Warehousemen will keep appropriate records to confirm the existence of the program.

5. Housekeeping. One of the most important items in warehousing is good housekeeping. Survey personnel should assure themselves that there are provisions for the collection and disposal of packing materials, crates, and other similar trash; that excessive dust and dirt are not prevalent; that working supplies are properly located; and that equipment is maintained in a sound and orderly condition.

6. Repairs. Warehouses which require major repairs in order to afford proper protection of property will not be approved. Reinspections will be made only after the contracting officer/TO has been advised in writing by the contractor, carrier, or agent that repairs have been completed.

7. Responsible Management and Operation. Inspection records will contain evidence of good management and operational practice. Such evidence may be obtained through visual observation of the facility, equipment, and personnel and from information relating to credit standing and financial stability. Whenever a state or municipality require a business firm to be licensed in order to operate a personal property storage warehouse, possession of such license will be verified. The determination that approved contractors continue to possess good management, financial stability, and operational practices will be accomplished at least annually by the contracting officer or TO as appropriate. Additional information with respect to determining responsibility of prospective contractors is contained in the DOD FAR supplement, Subchapter A, Part 9.

8. Fire Prevention and Protection.

a. Minimum fire protection standards are based upon fire protection systems, fire insurance rates, and other factors. Warehouses which do not meet these minimum standards will not be approved for participation in the program. For overseas areas fire protection and prevention, standards will be established by the theater commander. Fire risk classifications are as follows:

	Limitation (pounds)
CLASS 1 Fully automatic supervised sprinkler system.	1,500,000
CLASS 2 Fully automatic unsupervised sprinkler system.	1,000,000
CLASS 3 Supervised detection and reporting system.	600,000

NOTE: When the FCR increases or decreases, the warehouse classification will be adjusted accordingly. The above class designations and weight limitations apply to basic ordering agreement (BOA) contract facilities only.

Fire protection systems will meet the requirement for insurance rate credit by the recognized fire insurance rating organization. Written evidence of the recognition of an installed fire protection system shall be obtained by the contractor/agent from the cognizant fire insurance rating organization through the contractor's/agent's insurance company. Periodic inspection (annually as a minimum) by the TO/ contracting officer will verify that the warehouseman is having the system properly maintained.

All classes of warehouses will have an adequate source of water for fire-fighting purposes and a responsive fire department. Adequacy of the water supply and fire department will be based upon statements by the appropriate fire insurance rating organization, municipal fire department, or local authority having jurisdiction.

Weight limitation pertains to a warehouse or a fire separation thereof.

The HQ MTMC, is authorized to approve deviations from the above standards.

b. Even though a warehouse may fall within an approved fire risk classification, it will not be approved unless it meets all requirements of the BOA, Tender of Service, and this Regulation.

c. Warehouses will be approved and utilized in accordance with the standards and provisions of national codes (American Insurance Association, National Fire Protection Association, American Standards Association, etc.) unless local codes are more rigorous with respect to fire prevention and protection requirements; minimum clearance above stacks; width of aisles; accessibility to fire aisles; distribution of fire extinguishers; and outside storage of combustible materials. In accordance with national codes, contractor's storage area will be separated from other occupants of a jointly occupied building by a fire wall or partition having a fire resistance rating sufficient to protect the warehouse from the fire exposure of the other

occupant. The minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour.

d. A warehouse operational layout fire plan is required as a part of the preaward survey process. Additionally, all approved storage facilities must submit an initial and, when appropriate, revised fire plan as outlined below. The layout fire plan will show the configuration of pallets or open-stack storage, racks, aisles, deck space, working areas, office space, etc. Respective dimensions inclusive of wall clearances will be shown. This layout fire plan will be reviewed on site and be signed and dated by an appropriate fire department official for approval. The approved layout fire plan shall be sent to the RSMO contracting officer or TO, as appropriate, for permanent retention in the contractor/carrier file. Thereafter any change to the operational characteristic of the warehouse must be reflected on a modified or revised layout fire plan, approved by on-site review, signed, and dated by an appropriate fire department official. The modified layout plan will be sent to the TO/contracting officer for retention. A copy of the current approved layout fire plan is to be posted in a prominent position within the warehouse for which it applies.

e. The preaward survey must verify that:

(1) Household goods are not exposed to hazardous materials or operations inside or outside the warehouse.

(2) "No Smoking" signs are conspicuously posted in all storage areas and that no smoking restrictions are rigidly enforced.

(3) Waste and refuse are removed from storage areas daily or kept in metal containers with tight-fitting metal lids.

(4) Aisles are kept free of storage and equipment.

(5) Household goods are stored on skids, dunnage, pallet bases, elevated platforms, or similar aids which provide a two (2)-inch minimum clearance from the floor to the bottom-most portion of the property stored and are not in contact with exterior walls. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and other like items are excluded from these requirements.

(6) The height of household goods stacked loose does not exceed 10 feet.

(7) Heating, electrical, plumbing, and other systems are serviced annually (at a minimum), are maintained in sound condition, and meet all requirements of nationally recognized codes unless local codes or ordinances are more rigorous.

(8) Power equipment such as sweepers, pallet jacks, and forklifts are operated and/or garaged in accordance with nationally recognized codes, unless local codes and standards are more rigorous.

(9) Installed fire protection systems are serviced and maintained in accordance with nationally recognized codes, unless local codes are more rigorous, ensuring these systems are operational at all times.

(10) Firearms are stored within a member's storage lot. In those instances where a firearm must be stored separately (i.e., prescribed by applicable law, firearm is only item in storage, etc.), the adequacy of the security area will be approved in writing by local law enforcement authority and contracting officer/TO.

9. Security. Security measures shall conform to the following criteria; however, for overseas areas, security requirements may be established by the theater commander.

a. Building. The walls and roof must be structurally sound, including windows, doors, and skylights.

b. Security Devices. Utilization of electronic protection system is mandatory in areas identified by local law enforcement agencies as "high crime" rate areas. A burglar alarm system with AC/DC alternating power sources; or protective systems such as sound detectors, motion sensors, infrared beam sensors, and closed circuit television; is acceptable only when supervised and monitored at a central station on a 24-hour basis. Additionally, the warehousemen must have a program for the periodic inspection and maintenance of these systems.

c. Windows and Doors. All access walk-in doors, warehouse doors, exterior windows, and overhead doors that may permit warehouse entry by simply breaking the glass therein, will require the installation of heavy metal mesh or "chain-link" type fence, or equal materials installed so that they cannot be readily removed from the exterior, or electronic devices that detect the opening and/or the breaking of glass. This requirement does not apply to windows, the base of which is considered to be above the reach of a reasonably determined burglar or vandal. Skylights, cupolas, and roof vents require the same security measures as windows. When lesser constructed doors (as opposed to heavy duty doors) are used, they will be reinforced with metal bars or steel overlay to defend against forced entry.

d. Locking Devices. All doors and access hatches will have a double locking system as a minimum. Electric controlled overhead doors, unlockable metal pins, or snap fasteners are not recognized locking devices and will not suffice as an alternative locking method. The door from the office to the warehouse storage area will also be secured with a double-lock system. Double-lock system is not required if the office is within the confines of the warehouse walls and the exterior office doors are double locked. When the warehouse office is not within the confines of the warehouse walls and has a door connecting the office area with warehouse area, a double-lock system is required. This locking system is required on either the door permitting entry to the office or the door permitting entry to the storage area. The door with the double-lock system must be metal, solid wood, or reinforced as stated in paragraph d above.

e. Van Security. Van doors will be secured with heavy duty (case hardened) padlocks or surface key locks.

f. Exterior Area. Recommend heavy-duty fence and lights be used when and where possible to deter crime.

10. Subcontracting. When it is in the best interest of the government, the contracting officer may approve subcontracting in accordance with the provisions of the DOD FAR Supplement, Subchapter G, Part 44, and this Regulation. Such approval will be confirmed in writing.

11. Operating Authority Requirements for Storage Contractors. The provisions of the FAR, 52.247-2, Permits, Authorities, or Franchises, are applicable for qualification in the DOD Personal Property Shipment and Storage Program. A prospective contractor engaged in interstate transportation shall be responsible for obtaining a Certificate of Public Convenience and Necessity (PCN) issued by the ICC or, if engaged in intrastate transportation, a certificate issued by the appropriate state regulatory body. In those instances where certain states recognize leasing and/or agency agreements to perform drayage services as an alternative to intrastate operating authority, the prospective contractor will be responsible for furnishing such evidence of compliance with state law.

12. Evaluation of Flood Hazards. Prior to final approval, a flood plain report from the U.S. Army Corps of Engineers or disinterested third party engineer/surveyor is required to determine if the prospective contractor's facility is in a potential 100-year flood area. Buildings with floor levels below the flood plain levels will not be approved.

13. Other Considerations.

a. During preaward surveys, it must be determined if the adjoining occupant is engaged in an operation which is hazardous or nonhazardous to the facility being surveyed. For example, does the adjoining occupant use, store, or manufacture any materials which would be prohibited in a personal property storage facility? Under nonhazardous condition, the minimum separation will be a solid wall or partition having a fire resistance rating of not less than one (1) hour. When the adjoining occupant is engaged in a hazardous operation, a judgment must be made as to whether or not the hazard is of such a nature that entry or continued participation in the personal property program should be prohibited.

b. A common problem is the garaging and/or repair/maintenance of vehicles in warehouses. In view of the hazards associated with this practice, contractors, carriers, and agents are not permitted to house or perform maintenance on a vehicle within the part of a structure used for the storage of personal property unless the storage/maintenance area is properly separated from the personal property storage area by appropriate walls having the National Fire Code prescribed degree of fire resistance.

APPENDIX BC

WAREHOUSE INSPECTION GUIDE AND INSTRUCTIONS FOR PREPARATION OF THE WAREHOUSE INSPECTION REPORT (DD FORM 1812)

1. **General.** This section provides information and guidance regarding the on-site inspection of commercial carrier, agent and contractor warehouses approved for the storage of personal property shipments. This information supplements the criteria outlined in Appendix BB, Preaward Survey Guidelines, and should be used as a checklist when performing quarterly, semiannual, and other routine facility inspections. Activities located outside CONUS, excluding Alaska and Hawaii, may deviate from the procedures outlined herein when the theater commander or other designated authority has established facility standards to comply with localized practices, trade, and customs.

a. When an inspection results in the disqualification of a facility, the disqualification will apply for all TOs using the same facility. RSMO/PPSO may inspect storage facilities at their discretion. Any action taken by the PPSO, such as disqualification or reinstatement of a facility, will be reported to the RSMO.

b. The DD 1812, Warehouse Inspection Report (Figure BC-1) is to be utilized when performing the aforementioned inspections. Modern warehousing and storage facilities incorporate various techniques and methods to provide the storage and related services contracted for under the Basic Ordering Agreement (BOA), Tender of Service, and/or rate solicitation. In this regard, the inspecting official must evaluate numerous areas to ensure that the facility complies with the requirements of the applicable contract or tender and the stored property is afforded adequate levels of protection in a safe environment. Each facility inspection should be preplanned to achieve maximum results. During the pretrip planning it is suggested the inspection official review previous inspection findings, reports on service failures, customer complaints, claim letters, and other general information which is readily available. These and related areas can be discussed with a management official of the company during or after the actual inspection process.

2. **General Inspection Procedures.** A technique recommended to be followed during on-site inspections is outlined below.

a. On approach to the warehouse note general activity, status of yard operations, and evidence of security measures.

b. At the warehouse, contact management official, advise of the purpose of visit, and set forth procedures of inspection.

c. As a minimum, the inspection and evaluation process will include a review of the following areas:

- (1) Fire detection and reporting systems.
- (2) Security systems.
- (3) Structural and electrical systems.
- (4) Storage methods and practices.
- (5) Locator and lot identification systems.
- (6) Documents to include household goods descriptive inventories, weight tickets, warehouse receipt, etc.

3. Specific Inspection Areas. During the inspection process, it is recommended that the inspection official:

- a. Open a selected storage lot to observe packaging, marking and stacking methods (NTS inspections only).
- b. Check the locator system's accuracy by randomly selecting storage lots and cross-checking the information contained in the locator system with the actual location of the property in the warehouse.
- c. Review segregated item storage practices for articles such as rugs, sofas, and pianos.
- d. Circle outside of warehouse doing checks for fire hazards and security conditions. Combustible materials stored outside should be kept a minimum of 20 feet from the building. Due to the proximity of adjoining buildings, property lines and similar circumstances, this may not be practicable in all areas. Therefore, the inspector should exercise sound judgement in applying this standard.
- e. Observe worker activity to include operations associated with the handling in and out of shipments.
- f. Check truck and platform scales to ensure they have been inspected in accordance with state, county, or city codes.
- g. Check to verify that maintenance inspections of fire safety systems are being performed. As a minimum, fire detection and reporting systems must be inspected monthly and sprinkler systems quarterly.
- h. Check to verify that an insect and rodent control program, either self-administered or provided by an outside firm, is in effect.

4. **Inspection Report.** Upon summation of the inspection, a DD Form 1812, Warehouse Inspection Report must be executed pursuant to the instructions contained in paragraph 5 below. The contractor, carrier, or agent must also be given an oral briefing on the deficiencies noted and a suggested course of action for correction which will meet standards.

5. Instructions for preparation of the DD 1812, Warehouse Inspection Report. A written report of all inspections must be made on a DD Form 1812 (Figure BC-1) and maintained as part of the contractor, carrier, or agent file, as appropriate. The DD Form 1812 will be prepared as indicated below:

GENERAL INFORMATION:

a. The type of inspection will reflect the type of inspection being performed: storage-in-transit (SIT), Basic Ordering Agreement (BOA), or both. The personal property shipping officer will check the TO block when independent inspections are performed, whereas the regional storage management office (RSMO) inspectors will check the RSMO block. For joint inspections (TO/RSMO), the first block indicating both BOA and SIT will be checked.

b. The actual date on which the inspection is performed will be entered.

c. The name and address of the contractor or carrier will reflect the present name and address of the company operating the facility for SIT and/or BOA storage.

d. The address of the actual location of the warehouse.

e. The total number of NTS lots in storage and weight in storage, and the number of SIT lots in storage.

f. The applicable block for the fire system/class will be checked.

g. The current status of the warehouse will be checked: active, inactive or ineligible.

h. The contract reference number is only applicable to RSMO inspection of BOA-approved storage facilities.

i. Section 1: Pre- and Post-Storage Services. All deficiencies and violations listed in this section will be based on inspections by the TO or RSMO inspecting official in connection with pre-storage and post-storage services. When violations are observed and recorded in this section for lots which are in nontemporary storage under the BOA, the TO will forward a copy of the report to the cognizant RSMO contracting officer within 10 working days of inspection.

j. Sections 2 through 5. These sections separate the inspection areas by categories and subcategories, which are to be evaluated during the inspection process. Each subcategory is also listed in the Guide to Severity of Deficiencies. References, when appropriate, should be made to

the BOA, Tender of Service, or rate solicitation and numerical quality control rating. All subcategories listed must be checked and assigned a quality control rating when deficiencies are observed. For subcategories which do not have a cross-reference to the BOA or Tender of Service, commercial warehousing principles, as established by the American Warehousing Association, National Fire Protection Association, and similar authorities are accepted. The inspecting official may assign a lower or higher point value (not to exceed three (3)) depending on the severity of the deficiency.

k. Section 6: Deficiencies Observed/Actions Taken. This section is for the assignment of a quality control rating and is designed for the inspecting official to apply a suitable numerical rating to the facility. Based on the findings noted, the inspecting official may indicate any necessary actions to be taken by the contractor, carrier, or agent.

l. Remarks Section. This section is used to provide a narrative description of the deficiencies observed and record other pertinent information relative to the inspection.

m. Signature Blocks. The DD Form 1812 will be signed by the inspecting official and a representative of the contractor carrier or agent at the time of inspection and prior to distribution of the form.

6. Upon completion of the inspection process the facility will be rated based on the type and severity of discrepancies observed. Ratings will be awarded as follows:

a. "A" rating. This rating is assigned when no deficiencies are observed. No further action is necessary.

b. "B" rating. This rating is assigned when the observed deficiencies are minor and are easily correctable. The contractor, carrier, or agent will be requested to perform immediate corrective action.

c. "C" rating. This rating is assigned when deficiencies are observed; however, they do not warrant declaring the contractor, carrier or agent ineligible for further business. The contractor will be required to provide a written detailed report of corrective action taken, signed by a responsible company official, within 10 days after the inspection. The facility should be closely monitored by both the RSMO and TO for any future signs of deterioration in the quality of service. During the next regular inspection, if the contractor, carrier or agent has falsely reported a corrective action or repeated a violation previously called to their attention, grounds will exist for immediately placing the facility in a state of ineligibility or nonuse for a period deemed appropriate for the violation. The MTMC Deployment Support Command will be advised of this action.

d. "D" rating. This rating is assigned when the observed deficiencies merit a quality control rating score of "D" (17 points and over) or items marked by an asterisk are considered of sufficient importance to warrant declaring the contractor, carrier, or agent ineligible or in nonuse status for further business. The inspecting official will immediately place the contractor, carrier,

or agent in a temporary state of ineligibility or disqualify the facility for business pending corrective action. The contractor, carrier, or agent will be required to explain action taken and provide a written report of corrective action prior to the facility being reinspected. The TO/RSMO may reinstate the facility when deficiencies have been corrected, evidence provided, and positive action taken to preclude recurrence.

e. "E" rating. A repeat violation of a serious deficiency or evidence of false reporting of corrective actions will merit a quality control rating score of "E" and will be grounds for continuation of the state of ineligibility or disqualification for a period set by the contracting officer or TO as appropriate. When the contracting officer determines an "E" rating is not sufficient, then a "Stop Notice" for future nontemporary storage business may be issued or action taken to terminate the contractor for default. Also this information may be used by a TO to disqualify the facility of a carrier or a carrier's agent.

7. Distribution. The DD Form 1812 will be completed in triplicate and distributed, as indicated below, after the inspecting official and contractor, carrier or agent have signed the completed form:

- a. The original is placed in the RSMO contract file or TO file as appropriate.
- b. A copy is furnished to the contractor, carrier, or agent, as appropriate, at the time of inspection.
- c. When the inspection is performed by a RSMO contracting officer, a copy is provided to the cognizant TO. When the inspection is performed independently by a TO and the facility inspected participates in the nontemporary storage program, and deficiencies are observed and recorded, a copy must be provided to the cognizant RSMO. When a TO/RSMO has assumed the inspection responsibilities for facilities used by other TOs, a copy of all inspection reports must be provided to each user activity within 10 working days from the date of inspection.

GUIDE TO SEVERITY OF DEFICIENCIES

<u>Technical Area</u>	<u>Quality Control Point Rating</u>
1. PRE- AND POST-STORAGE SERVICES	
A. Unauthorized equipment in use	1
B. Unauthorized cartons and packaging used	1
C. Improper packing/sealing marking of cartons	1
D. Pickup service not accomplished on time	1
E. Improper loading/unloading of van or pallet	1
F. Disassembled parts not packaged inventoried	1
G. Inventory stickers on finished surface	1
H. Improper appliance servicing labeling	1
I. Smoking observed at residence	1
J. Unqualified Personnel	1
K. Origin premises not left in good order	1
L. Destination services improperly performed	1
M. Deviations to service order	1
N. Delivery service not accomplished on time	1
2. ADMINISTRATION	
A. Incorrect inventory preparation	1
B. No separate weight ticket and certificate/PB and E/WT	1
C. Incorrect warehouse receipt preparation	1
D. Ineffective locator system	3
E. Contract supporting paperwork needed	1
3. STORAGE METHODS & OPERATION	
A. Consigned lots not stored within 5 days	2
B. Improper storage, stacks/pallets	2
C. Finished surfaces not protected by pads/wrap	2
D. Lots and separated pieces not elevated 2 inches	2
E. Lots stored against exterior walls	1
F. Lawnmowers not stored at base level of lot	1
G. Improper Firearms control	2
H. Loose stack storage over 10 feet	2
I. PBO contents not identified on inventory	1
J. Improper storage of upholstered pieces	2
K. Improper storage of rugs/pads	2
L. Improper piano/organ storage	1
M. Improper storage of mattresses	1
N. Segregated items not properly identified	2

GUIDE TO SEVERITY OF DEFICIENCIES

<u>Technical Area</u>	<u>Quality Control Point Rating</u>
O. Improper packing of mirrors/glass table tops	1
P. Inadequate protection against mold/mildew	2
Q. Aisles being used to process goods in/out	1
R. Previous discrepancies not corrected	3
 4. FIRE PREVENTION AND HOUSEKEEPING	
A. Electric/heat/water systems require repair	1
B. Evidence of smoking in warehouse	3
C. Unauthorized items stored	3
D. Improper aisle and/or stacking clearance	1
E. No current fire system inspections	3
F. No current fire extinguisher inspection	3
G. No extinguishers on warehouse equipment	2
H. Trash/debris in storage area	2
I. Fire doors inoperable/in need of repair	3
J. No fire plan posted	1
K. Space heaters/extension cords being used	1
L. Gas and oil not drained from motorized items	
M. Hazards noted within 20 feet of warehouse	2
N. Flammables/combustibles found in warehouse	2
 5. WAREHOUSE PRACTICES	
A. Inadequate security	3
B. Inadequate loading/unloading area	1
C. Structural deficiencies (doors/floors/roof/walls/windows)	3
D. Inadequate protection from sun/dust/heat/cold/moisture	2
E. Lack of insect/rodent control	2
F. Vehicles parked in storage area	3
G. Commingled storage with undesirable commodities	2
H. Multiple occupancy*	
I. Weight stored in excess of authorized limit	2

* When those items followed by an asterisk are observed, the inspecting official should consider placing the facility in an ineligible or disqualified status immediately. The facility will not be removed from this status until the deficiencies have been corrected and verified by an on-site inspection. When the TO, at the request of a RSMO, verifies that the deficiencies have been satisfactorily corrected, the facility may be removed from disqualified or ineligible status.

WAREHOUSE INSPECTION REPORT <small>(Read Instructions on back before completing form.)</small>				1. (X as applicable) BOTH BOA AND SIT RSMO <input type="checkbox"/> ITO <input type="checkbox"/>		2. DATE OF INSPECTION (YYYYMMDD)	
3. CONTRACTOR/CARRIER		4a. ADDRESS OF WAREHOUSE		b. FIRE SYSTEM/CLASS SS/1 <input type="checkbox"/> USS/2 <input type="checkbox"/> D & R/3 <input type="checkbox"/> FCR/4 <input type="checkbox"/>		c. LOTS	d. WEIGHT
a. NAME							
b. ADDRESS (Include ZIP Code)							
5. CONTRACT REFERENCE NUMBER		6. STATUS (X) <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE <input type="checkbox"/> INELIGIBLE		7. CURRENT CONTRACT OR TENDER OF SERVICE ON FILE (X) <input type="checkbox"/> YES <input type="checkbox"/> NO			
8. PRE AND POST STORAGE SERVICES				10. (Continued)			
<input type="checkbox"/> a. Unauthorized equipment in use <input type="checkbox"/> b. Unauthorized cartons and packaging used <input type="checkbox"/> c. Improper packing/sealing/marking of cartons <input type="checkbox"/> d. Pickup service not accomplished on time <input type="checkbox"/> e. Improper loading/unloading of van or pallet <input type="checkbox"/> f. Disassembled parts not packaged/inventoried <input type="checkbox"/> g. Inventory stickers on finished surfaces <input type="checkbox"/> h. Improper appliance servicing/labeling <input type="checkbox"/> i. Smoking observed at residence <input type="checkbox"/> j. Employees on duty not efficient/neat <input type="checkbox"/> k. Origin premises not left in good order <input type="checkbox"/> l. Designation services improperly performed <input type="checkbox"/> m. Deviations to service order <input type="checkbox"/> n. Delivery service not accomplished on time				<input type="checkbox"/> l. Improper piano/organ storage <input type="checkbox"/> m. Improper storage of mattresses <input type="checkbox"/> n. Segregated pieces not properly identified <input type="checkbox"/> o. Improper packing of mirrors/glass table tops <input type="checkbox"/> p. Inadequate protection against mold/mildew <input type="checkbox"/> q. Aisles being used to process goods in/out <input type="checkbox"/> r. Previous discrepancies not corrected*			
9. ADMINISTRATION				11. FIRE PREVENTION AND HOUSEKEEPING			
<input type="checkbox"/> a. Incorrect inventory preparation <input type="checkbox"/> b. No separate weight ticket and certificate/PB and E/WT <input type="checkbox"/> c. Incorrect warehouse receipt preparation <input type="checkbox"/> d. Ineffective locator system* <input type="checkbox"/> e. Contract supporting paperwork needed				<input type="checkbox"/> a. Electric/heat/water systems require repair <input type="checkbox"/> b. Evidence of smoking in warehouse* <input type="checkbox"/> c. Unauthorized items stored* <input type="checkbox"/> d. Improper aisle and/or stacking clearance <input type="checkbox"/> e. No fire system inspection* <input type="checkbox"/> f. No fire extinguisher inspection <input type="checkbox"/> g. No extinguishers on warehouse equipment <input type="checkbox"/> h. Trash/debris in storage area <input type="checkbox"/> i. Fire doors inoperable/in need of repair <input type="checkbox"/> j. No fire plan posted <input type="checkbox"/> k. Space heaters/extension cords being used <input type="checkbox"/> l. Gas and oil not drained from motorized items <input type="checkbox"/> m. Hazards noted within 50 feet of warehouse* <input type="checkbox"/> n. Flammables/combustibles found in warehouse*			
10. STORAGE METHODS AND OPERATION				12. WAREHOUSE PRACTICES			
<input type="checkbox"/> a. Consigned lots not stored within 5 days* <input type="checkbox"/> b. Improper storage, stacks/pallets <input type="checkbox"/> c. Finished surfaces not protected by pads/wrap <input type="checkbox"/> d. Lots and separated pieces not elevated 2 inches <input type="checkbox"/> e. Lots stored against exterior walls <input type="checkbox"/> f. Lawnmowers not stored at base level of lot <input type="checkbox"/> g. Improper firearms control <input type="checkbox"/> h. Loose stack storage over 10 feet* <input type="checkbox"/> i. PBO contents not identified on inventory <input type="checkbox"/> j. Improper storage of upholstered pieces* <input type="checkbox"/> k. Improper storage of rugs/pads*				<input type="checkbox"/> a. Inadequate security* <input type="checkbox"/> b. Inadequate loading/unloading area <input type="checkbox"/> c. Structural deficiencies (doors/floors/roof/walls/windows) <input type="checkbox"/> d. Inadequate protection from sun/dust/heat/cold/moisture <input type="checkbox"/> e. Lack of insect/rodent control <input type="checkbox"/> f. Vehicles parked in storage area <input type="checkbox"/> g. Commingled storage with undesirable commodities <input type="checkbox"/> h. Multiple occupancy* <input type="checkbox"/> i. Weight stored in excess of authorized limit*			
13. DEFICIENCIES OBSERVED/ACTIONS TAKEN BASED ON QUALITY CONTROL RATING RAW SCORE							
<input type="checkbox"/> a. No deficiencies observed A: 0 B: 1 - 8 C: 9 - 16 D: 17 & OVER <input type="checkbox"/> b. Corrective action without report is required as soon as possible <input type="checkbox"/> c. Corrective action, confirmed in writing, is required by (YYYYMMDD) _____ Send notice of corrective action to _____ <input type="checkbox"/> d. You are _____ for further business as of _____ <input type="checkbox"/> e. You are continued ineligible for further initial service orders							
14. DOCUMENT FILES CHECKED				15. LOT NUMBERS CHECKED			
15. CONTRACTOR/CARRIER REPRESENTATIVE				17. SIGNATURE OF DEPARTMENT OF DEFENSE INSPECTOR			
a. SIGNATURE		b. TITLE					

DD FORM 1812, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION:

☐ COPY 1 - RSMO/
ITO FILE COPY☐ COPY 2 - CONTRACTOR/
AGENT COPY☐ COPY 3 - ITO/RSMO
INFO COPY

Figure BC-1. DD Form 1812. Warehouse Inspection Report

INSTRUCTIONS

This form will be prepared in TRIPLICATE. The original will be retained by the inspection agency (ITO/RSMO); duplicate copy will be furnished to the contractor/carrier's agent; and triplicate copy will be forwarded to the responsible ITO/RSMO for information purposes.

ITEMS 8 - 12: When a discrepancy exists, it will be rated by using the numbers of 1, 2, and 3, reflecting the ascending seriousness of the findings, which is prescribed in the "Guide to Severity of Deficiencies." The rating will be indicated in the block preceding the violation. Enter a reference to the Tender of Service or the Basic Ordering Agreement for each violation found in Item 18, "REMARKS". If needed, include all additional comments in Item 18.

Items marked by an asterisk are applicable by the judgment of the inspector to interrupt the contract with or without the quality control rating of total assessed points.

ITEM 13: An assigned rating of A - D for administrative action corresponds to the total number of points given during the inspection. If Item c. is checked, complete the statement to show the allowed time for corrective action and reply.

18. REMARKS

DD FORM 1812 (BACK), SEP 1998

Figure BC-1 (Cont'). DD Form 1812 (Reverse)

APPENDIX BD

SHIPPING - RECEIVING PORTS FOR PRIVATELY-OWNED VEHICLES (POVs)

1. Part I of this appendix provides a list of Vehicle Processing Centers (VPCs) located in CONUS for the purpose of turn-in and pickup of POVs.
2. Part II of this appendix lists the water ports of embarkation and debarkation in CONUS which normally service the cited overseas origins and destinations. MTMC ocean cargo clearance authority offices, however, may ship through any port which has suitable ocean carrier service and port handling arrangements. The water ports listed here are solely for the purpose of advising members which ports may be used to provide timely movement of their POVs.
3. POVs will be booked to the water port of debarkation serving the member's ultimate duty station. Such movements may include land transit segments as authorized by regulation.
4. The member will be advised of the required delivery date (RDD) assigned to the POV shipment. If the member elects an origin or destination port which extends the RDD, then that impact will be explained to the member.
5. When making excess cost determinations, the designated port within the intent of the JFTR and the JTR is the VPC nearest the old or new duty station or a VPC between the old or new duty station. Excess cost only shall be charged in those cases when the actual transportation cost to be incurred by the Government exceeds the cost of transporting a POV between the port geographically closest to the service member's old duty station and the VPC geographically closest to the service member's new duty station, or to or from any VPC between the old and new duty stations.
6. When excess transportation costs have been incurred by the government, collection of such excess cost will be made in accordance with regulations of the military service concerned.
7. On some water routes, only container service is available. The physical dimensions of the container restrict height to 7 feet and width to 6 feet, 6 inches. POVs exceeding these dimensions must transit ports where there is breakbulk or roll-on and roll-off service. The ports suitable for such POVs are Bayonne NJ; Charleston SC; Baltimore MD; New Orleans LA; and Oakland CA. POVs for Puerto Rico will use Bayonne NJ, or Cape Canaveral FL, in such instances. In addition, car carrier service is used for movements between CONUS ocean terminal and between some overseas ports. Some POVs can be outsized to these modes which could limit the ports that can be used for these shipments. As a general rule, vehicles exceeding 7 feet in height or width should be considered outsized and could require alternate routings.

Advance arrangements should be made with the MTMC area command having cognizance over the listed POE for these shipments prior to turn-in at the POE.

8. Military ocean terminals other than those listed for the specific overseas areas may only be used with prior approval of the MTMC area command having jurisdiction over the port. Requests to use a MTMC terminal not listed for the particular overseas will be accommodated to the extent that transportation services at reasonable costs and movement does not require use of a foreign flag ocean carrier if US flag service is available from ports listed for the overseas areas.

PART 1

VEHICLE PROCESSING CENTERS FOR SHIPMENT OF POVs BETWEEN CONUS
AND
OVERSEAS AREAS

1QP Atlanta

1LP Baltimore/Washington

1RP Orlando

1PP Charleston

2EP Dallas/Fort Worth

3HP Los Angeles

2DP New Orleans

1MZ Norfolk

3DP San Francisco/Oakland

4DP Seattle

2GP St. Louis

1GP Metro NY/NJ

Website for VPCs: <http://144.100.189.37/property/vpc/default.htm>

PART II

OVERSEAS AREAS EXEMPTED FROM CATALYTIC CONVERTER REMOVAL**

Alaska	American Samoa
<u>1/</u> Belgium	Canada
<u>2/</u> Cuba	<u>1/</u> Germany
Guam	Hawaii
<u>1/</u> Iceland	<u>1/</u> Italy
<u>1/</u> Korea	Mexico
<u>1/</u> Netherlands	<u>1/</u> Norway
<u>1/</u> Panama	Puerto Rico
<u>1/</u> United Kingdom	Virgin Islands

****NOTE:** The designation of these areas as "Exempted" does not authorize the operation of catalyst-equipped vehicles on leaded fuel; these areas have adequate availability of unleaded fuel to accommodate operation of catalytic-equipped POVs.

NOTE 1/ These countries require a Plumbtesmo test of the POV prior to return of the vehicle to CTUS.

NOTE 2/ Guantanamo Naval Base, Cuba, will be treated as if it were part of CTUS. POVs transported directly between CTUS and Guantanamo Naval Base are exempted from the requirement of removing or replacing the catalytic converter/components or performing Plumbtesmo testing. For POVs not being directly transported from CTUS, the POV, prior to shipping, must meet the requirements of the Catalyst Control Program in effect for the country from which the POV is being shipped (as if the POV is being shipped to CTUS in accordance with the Import Control Program).

PART II

WATER PORTS FOR SHIPMENT OF POV's BETWEEN CONUS AND OVERSEAS AREAS

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)	(1R3)
A.	NORTH ATLANTIC:										
	Newfoundland	X		X				X		X	
	Labrador	X						X		X	
	Greenland	X						X		X	
	Iceland	X		X				X		X	
B.	PANAMA:	X	X	X	X	X	X	X	X		
C.	CARIBBEAN:										
	Bermuda			X				X			
	Bahamas										
	(Nassau Only)					X		X			
	Bahamas (Lesser)					X					
	Cuba (Guantanamo Bay Only)			X		X	X	X	X		X
	Jamaica	X				X	X	X		X	
	Haiti	X	X			X	X	X		X	
	Dominican Republic	X				X	X	X		X	
	Puerto Rico	X	X	X	X	X	X	X		X	
	Aruba	X				X	X	X		X	
	Virgin Islands	X	X		X	X	X	X	X	X	
	Lesser Antilles					X					
	Mexico (East Coast)	X				X		X		X	
	Honduras Gulf	X				X	X	X		X	
	Nicaragua-Costa Rica (East Coast)	X	X			X	X	X		X	
	North Columbia	X	X	X	X	X	X	X		X	
	Venezuela	X	X	X	X	X	X	X		X	
	Trinidad	X	X					X		X	
	Guiana	X						X		X	
D.	MIDDLE AMERICAS:										
	(West Coast)										
	Mexico (West Coast)										
	Guatemala	X	X			X	X	X	X	X	
	El Salvador	X	X			X	X	X		X	
	Nicaragua					X	X	X	X		
E.	SOUTH AMERICA:										
	(West Coast)										
	Columbia	X		X	X	X	X	X	X	X	
	Ecuador	X		X	X	X	X	X	X	X	
	Peru	X		X	X	X	X	X	X	X	
	Chile	X		X	X	X	X	X	X	X	

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)	1953
F.	SOUTH AMERICA:										
	(East Coast)										
	Brazil	X	X	X	X	X	X	X	X	X	
	Uruguay	X	X	X	X	X	X	X	X	X	
	Paraguay	X	X	X	X	X	X	X	X	X	
	Argentina	X		X	X	X					
G.	AZORES	X		X				X	X	X	
H.	BRITISH ISLES:										
	England:										
	Felixstow	X	X	X	X	X	X	X	X	X	
	Liverpool	X	X	X	X	X	X	X	X	X	
	Ireland	X	X	X	X	X	X	X	X	X	
	Scotland	X	X	X	X	X	X	X	X	X	
I.	NORTHERN EUROPE:										
	Norway	X	X	X	X	X	X	X	X	X	
	Sweden	X	X	X	X	X	X	X	X	X	
	Denmark	X	X	X	X	X	X	X	X	X	
	Finland	X	X	X	X	X	X	X	X	X	
	Germany	X	X	X	X	X	X	X	X	X	
	Netherlands	X	X	X	X	X	X	X	X	X	
	Belgium (via Rotterdam0	X	X	X	X	X	X	X	X	X	
	France (via Rotterdam or Bremerhaven; owner's choice	X	X	X	X	X	X	X	X	X	
J.	WEST MEDITERRANEAN:										
	Portugal	X	X	X	X	X	X	X	X	X	
	Morocco	X		X				X		X	
	Algeria	X						X		X	
	Tunisia	X									
	Sicily	X	X	X	X	X		X	X	X	
	Italy (West Coast)	X	X	X	X	X	X	X	X	X	
	Spain (Cadiz, Rota & Barcelona Only)	X	X	X	X	X	X	X	X	X	
K.	EAST MEDITERRANEAN:										
	Italy (East Coast)	X		X		X	X	X		X	
	Trieste	X		X		X	X	X		X	
	Yugoslavia	X		X				X		X	
	Greece	X		X		X	X	X	X	X	
	Syria	X						X		X	
	Cyprus	X						X		X	
	Lebanon	X		X				X		X	
	Israel	X		X	X	X		X	X	X	
	Egypt	X		X	X	X	X	X	X	X	
	Libya	X		X				X		X	

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)
	Turkey:									
	Istanbul	X		X	X	X	X	X	X	X
	Izmir	X		X	X	X	X	X	X	X
	Iskenderun	X		X	X	X	X	X	X	X
L.	WEST AFRICA:									
	Ascension Island	X				X		X		X
	St. Helena Island	X						X		X
	Cape Verde Island	X						X		X
	Portuguese Guinea	X						X		X
	Gambia	X						X		X
	Sierra Leone	X						X		X
	Liberia	X	X	X				X		X
	Ivory Coast	X	X	X				X		X
	Ghana	X	X	X				X		X
	Nigeria	X	X	X				X		X
	Cameroon	X	X	X				X		X
	Congo	X						X		X
	Gabon	X						X		X
	Angola	X						X		X
	Guinea	X					X	X		X
	Dahomey	X					X	X		X
M.	SOUTH & EAST AFRICA									
	Union of South Africa	X	X	X			X	X		X
	Mozambique	X	X	X				X		X
	Madagascar (Malagasy)	X					X	X		X
	Tanganyika	X					X	X		X
	Kenya	X	X	X				X		X
	Somalia	X	X	X			X	X		X
N.	PERSIAN GULF- RED SEA:									
	Djibouti	X					X	X	X	X
	Ethiopia	X					X	X		X
	Sudan	X						X		X
	Jordan	X					X	X		X
	Saudi Arabia	X					X	X		X
	Yemen	X					X	X		X
	Oman	X						X		X
	Bahrain Island	X						X		X
	Kuwait	X					X	X		X
	Iraq	X						X		X
O.	BURMA-INDIA:									
	Pakistan	X		X			X	X		X
	India	X		X			X	X		X
	Burma	X		X				X		X
	Ceylon	X					X	X		X

AREA CODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)
P.	CHINA SEA:									
	Thailand	X		X	X		X	X	X	X
	Malaya	X					X	X	X	X
	Sumatra	X		X	X		X	X		
	Java	X		X	X		X	X		
	Timor Island	X		X	X		X	X		
	Kampuchea	X		X	X		X	X		
	Canton Area	X		X	X		X	X	X	X
	Taiwan (Formosa)	X		X	X		X	X	X	X
	Borneo Area	X		X	X		X	X		
	Celebes	X		X	X		X	X		
Q.	PHILLIPPINES:									
	Luzon Island (Subic Bay)	X		X	X	X	X	X	X	X
R.	CENTRAL PACIFIC ISLANDS									
	Marianas (includes Guam)	X		X	X	X	X	X	X	X
	Marshall Islands	X		X	X	X	X	X		
	Caroline Islands	X		X	X	X	X	X		
	Palau Island Group	X		X	X	X	X	X		
	KOREA/JAPAN/RYUKYU:									
	Ryukyu Islands (Okinawa)	X	X	X	X	X	X	X	X	X
	Korea	X	X	X	X	X	X	X	X	X
	Japan	X	X	X	X	X	X	X	X	X
T.	AUSTRALIA, NEW ZEALAND & THE CORAL SEA AREA:									
	Sydney	X	X	X	X	X	X	X	X	X
	Northwest Cape	X		X	X	X	X	X	X	X
	Melbourne	X	X	X	X	X	X	X	X	X
	Adelaide	X	X	X	X	X	X	X	X	X
	Brisbane	X	X	X	X	X	X	X	X	X
	New Zealand	X	X	X	X	X	X	X	X	X
	New Guinea	X						X	X	
	Solomon Islands	X						X	X	
	Fiji Islands	X						X	X	
	Loyalty Islands	X						X	X	
	New Hebrides	X						X	X	
	Gilbert Islands	X						X	X	
U.	SOUTH PACIFIC ISLANDS:									
	Samoa Islands	X						X	X	
	Society Islands	X						X	X	
	Johnston Islands	X						X	X	X

EA ODE	TO DESTINATION	(1GC)	(1LA)	(1MJ)	(1P2)	(1R1)	(2DC)	(3DK)	(3H2)	(4DL)	(1R3)
V.	HAWAIIAN ISLANDS:										
	Oahu (Pearl Harbor)	X	X	X	X	X	X	X	X	X	
	French Frigate Shoals	X	X	X	X	X	X	X	X	X	
	Wake Island	X		X	X	X	X	X		X	
W.	NORTH PACIFIC:										
	Canada, British Columbia										X
	Alaska	X	X		X	X					X
	Kodiak Island	X	X		X	X					X
	Aleutian Islands	X	X		X	X					X

